

OGC Has Reviewed

CONFIDENTIAL

5-0183

23 December 1953

MEMORANDUM FOR: Executive Assistant to the Director

SUBJECT : Congressional Liaison Matters

1. In view of my responsibility for supervising matters of Congressional liaison, observance of the following procedures in handling all matters concerning the Congress would be appreciated:

a. Routine inquiries, either written or oral, should be referred to Mr. Pforzheimer, the Legislative Counsel, who will be responsible for insuring completed action.

b. Urgent or critical inquiries, either written or oral, should be referred to myself first, or in my absence to Mr. Pforzheimer or Mr. Houston. We will make the determination as to whether the matter should be called to the attention of the Director prior to preparation of a reply.

c. Log items on Congressional matters should be cleared either with myself or Mr. Houston.

d. Inquiries or action requests for Congress from within CIA should be referred to Mr. Pforzheimer or myself.

e. All Congressional correspondence, or memoranda on this subject, should be referred to the Legislative Counsel's office as the office of record for filing. That material which it is the Director's desire be retained in the DCI's file will be handled by this office.

2. With our dealings with the Congress probably increasing to an all-time high in the forthcoming session, it is of increasing importance that the controls and records on Congressional matters be centralized in one office. I would greatly appreciate your cooperation in assisting me in this regard.

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Cct

✓ Mr. Houston
Mr. Pforzheimer

LYMAN B. KIRKPATRICK
Inspector General

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